



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH,CST), MBA & MCA



16 PEACE, JUSTICE
AND STRONG
INSTITUTIONS



16.2 University governance measures

Metric	Parameter
16.2.4	Participatory Bodies for Stakeholder Engagement



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www.mits.ac.in www.mits.edu

OFFICE ORDER – DATED: 20.07.2022

IQAC Committee (2022-2023)

The Internal Quality Assurance Cell (IQAC) has been reconstituted in line with AICTE norms.

Sl. No.	Members	Nominated Members	
1.	Chairperson	Dr. C. Yuvaraj, Principal	
2.	Coordinator	Dr. P. Ramanathan, Vice Principal- Academics	
3.	Co-Coordiators	Dr. S. Baskaran, Associate Professor, MEC Dr. S. Padma, Assistant Professor, CST	
4.	Senior Administrative Officers	Administration	Dr. Sremmant Basu, Dean-Administration & International Relations
		General Administration	Mrs. M. Prathibha, SAO (G.A.D)
		Administrative (Systems)	Mr. G. R. Hemanth Kumar, SAO (Systems)
		Placement	Mr. SGH. Gowda, Sr. Manager (Corporate Relations)
		Accounts	Mr. Anilkumar.M, Finance Officer
		Examination Cell	Dr. G. Harinath Gowd, CoE
5.	Faculty Members	MECH	Dr. Arunkumar D, Assistant Professor
		CIVIL	Dr. Biraja Prasad Mishra, Senior Assistant Professor
		EEE	Mr. Rajesh KS, Assistant Professor
		ECE	Dr. Satrugan Kumar, Professor
		CSE	Dr. D. J. Ashpin Pabi, Assistant Professor
		CST	Dr. S. Padma, Assistant Professor
		MBA	Dr. S.Shyam Sundar, Assistant Professor
		MCA	Dr. V.Srinivasan, Assistant Professor
6.	Member from the Management	BSH	Mr. Saktheeswar V.B, Assistant Professor
		Sri. D. Venugopal Chowdary	
7.	Nominees from Local Society, Students and Alumni	1) Mr. T. G. Ravi Kumar No 15-5-5, Sri Sai Nilayam, RRN Colony, Madanapalle-517325 (Local Society) 2) Mr. K. Manideep (Student-B.Tech EEE) 3) Ms. N.Chandana (Student- B.Tech CSE) 4) Mr.S. Anjaneyulu (Alumni) Technical Lead, Capgemini Technologies, Bangalore	

AN ENGINEERING COLLEGE SPONSORED BY : RATAKONDA RANGA REDDY EDUCATIONAL ACADEMY
P.B. No. 14, Angallu, MADANAPALLE - 517 325. Chittoor Dist. Andhra Pradesh, India.
Phone : 08571 - 280255, 280706 Fax : 08571 - 280433

8.	Nominees from Employers/ Industrialists/ Stakeholders	1) Sri. Hari Prasad Scientist, Aeronautical Development Establishment, DRDO Bangalore-560 075 2) Mr. Manjunath, Managing Director, Hamsa Enterprises, Madanapalle, AP 3) Mr. M. Veera Raghavulu, Director, Exiger Technologies Pvt Ltd, Bangalore
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The committee will take over with immediate effect with existing mandate and will strive to improve upon the excellent work done by previous members.

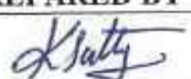


The management and the principal of Madanapalle Institute of Technology & Science wishes them all the best in this endeavour.



Dr. C. Yuvaraj
PRINCIPAL
Principal
Madanapalle Institute of
Technology & Science
MADANAPALLE

Copy to:

1. Office of the Secretary and Correspondent
2. Office of the Principal
3. Head of the Departments
4. Members of the IQAC Cell


Sl.	Names of academic and administrative bodies	Functions and responsibilities
3	Finance Committee	<p>i. The annual accounts and financial estimates of Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.</p> <p>ii. The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.</p> <p>iii. No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.</p> <p>iv. To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.</p> <p>v. Estimates the income from fees and other sources.</p> <p>vi. Estimates the fund received from UGC/AICTE/any other funding agency Prepares plan of expenditure for running of the institution on day to day basis.</p> <p>vii. Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.</p> <p>viii. Proposes the budget for the financial year for the departments and the institute.</p> <p>ix. To consider audited accounts of the Institute and submits the audited accounts to GC.</p> <p>x. To make recommendations to the Governing Council for the following to: Advise the Governing Body on all financial matters.</p> <p>xi. To scrutinize the budget submitted by the different departments and monitor the utilization of department budget.</p> <p>xii. Propose the budget for the financial year for the departments and institute Consider and submit the audited accounts.</p>

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EOMS Team member	EOMS Team Leader	PRINCIPAL

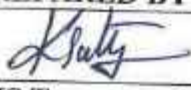
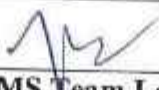
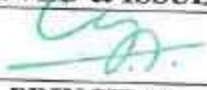
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4	Boards of Studies	<ol style="list-style-type: none"> 1. To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs) of the programs offered by the department. 2. Design the syllabus as per Mission, Vision, Program Outcomes, Program Specific Outcomes, and Course Outcomes of all programs offered by the Department
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Sl.	Names of academic and administrative bodies	Functions and responsibilities
	Boards of Studies	<ol style="list-style-type: none"> i. Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national/regional/global developmental needs. ii. Approve the curriculum and its structure for all the programs of the department. iii. Advises innovative pedagogical methods teaching and evaluation methods. iv. Suggest panel of names to the academic council for appointment of examiners v. Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute. vi. To make recommendations to the Academic Council for the following: Starting of new courses Initiate measures for improvements of standards of teaching, Training and research.
5	Institute Academic Committee	<ol style="list-style-type: none"> 1. Plan, monitor and control of the academic systems of all the Departments. 2. Introduce innovations in Teaching, Learning and Evaluation practices. 3. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs, curriculum revision or introduction of new disciplines. <input type="checkbox"/> 4. Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.
6	Research Advisory Board	<ol style="list-style-type: none"> <input type="checkbox"/> 1. Identifying the funding agencies. <input type="checkbox"/> 2. Finalize thrust areas for institutional R&D projects. <input type="checkbox"/> 3. Identifying the Research projects. <input type="checkbox"/> 4. Review the progress of the research projects. <input type="checkbox"/> 5. Review of new/ existing Center for Excellence in the Institute Efforts looking for additional resources for research infrastructure. <input type="checkbox"/> 6. Contributing towards the development of curriculum. 7. Recognizing recent trends in science and technology. 8. Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.

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7	Internal Quality Assurance Cell (IQAC)	<ol style="list-style-type: none">1. Dissemination of information on various quality parameters of higher education.2. Facilitating the creation of a learner-centric environment.3. Development and application of quality benchmarks /parameters for all the academic and administrative activities of the institution.4. Acting as a nodal agency of the Institution for coordinating quality-related activities.5. Development of quality concerned culture in the institute.
8	Purchase Committee	<ol style="list-style-type: none">1. Maintains the approval letters Collects the quotations from various vendors Compares the prices from these quotations.2. Finalizes the competitive prices Places the Purchase Order.3. Settles the bills and submits the same for auditing purpose
9	Examination Committee	<ol style="list-style-type: none">1. Prepares relevant time tables of the Institute based on the Examination Time Table.2. Prepares and display an overall Supervision Duty List.3. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities and A report of same shall be submitted to the Principal.4. Committee collects list of examiners for assessment and moderation of each subject from respective HODs.5. Ensures that the evaluation and moderation process is completed on time.6. Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.7. Ensures that the entire exam related documents reach the university in time.8. Conducts Internal Assessment examination as per academic calendar.9. Distributes marks lists to the students after the results of various examinations received from the University.10. Processes all Circulars, Guidelines, Office Orders, Notifications received by the University.

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10	Department Advisory Board (DAB)	<p>I. The Department Advisory Board (DAB) is responsible for setting goals and objectives for the department's program.</p> <p>II. Plan, monitor and control of the academic system of the department.</p> <p>III. DAB also will consider the recommendations of Program Assessment Committee that relate to any of the development that must include programs of study, change in syllabus, Laboratory up gradation and maintenance, introduction of new courses and make further recommendations to the Board of studies.</p> <p>IV. Planning, monitoring and control of the academic system of the department concerned.</p> <p>V. Procure the additional infrastructural facilities required for strengthening the department as per the suggestions of the PAC (Program Assessment Committee).</p> <p>VI. Implementing the innovative practices in the Teaching and Learning methods.</p> <p>VII. Department advisory Board (DAB) is responsible for the academic audit of the department.</p> <p>VIII. Recommending for the establishment of the New/Additional infrastructural facilities for the department.</p> <p>IX. Defines the educational objectives of the Department at all levels. Keeps the quality of teaching and learning at all levels in the Department under review at all times.</p> <p>X. Discussion on Industry visits Reviews Result Analysis Review on research proposals from different funding agencies Review on research publications Preparations related to NBA, NAAC and UGC etc. B.Tech and M.Tech Projects Decides Certificate Courses.</p> <p>□</p> <p>□</p> <p>□</p>

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11	Program Assessment Committee (PAC)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> i. Collect feedback from all the stake holders viz. the students, staff, parents, Industry experts, academic peers etc regarding the course requirements, emerging trends and the corrections needed in the existing academic system and verifies whether it relates to the conduct of the course work or organizing the laboratories. <input type="checkbox"/> ii. Analyze the feedback and make reviews. <input type="checkbox"/> iii. Review on FDP/Workshops/conferences/Any Other Funding proposal to various funding agencies. <input type="checkbox"/> iv. Review on Budget utilization. <input type="checkbox"/> v. Review on Infrastructure. <input type="checkbox"/> vi. Reconstitution of Committees. <input type="checkbox"/> vii. Result Analysis. <input checked="" type="checkbox"/> viii. Recommend the following: Changes to the syllabus Introduction of the new courses c. Upgrading the Laboratories Introduction of the New laboratories. <input type="checkbox"/> ix. Recommending for the requirements of new infrastructural facilities to the department concerned.
12	Class Review Committee	<input type="checkbox"/> i. Monitor the lesson Plan Syllabus coverage/ Student attendance and Academic performance Assignments/ Tutorials/any other Industrial Visits. <input type="checkbox"/> ii. Analyze the student Feedback Counsel the Course Coordinator in case of Poor Performance, the poor performance is reported to the principal, if the performance cannot be improved even after repeated counseling by the Committee. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	Research Incentives Review Committee	<input type="checkbox"/> i. Reviews the faculty publications. <input type="checkbox"/> ii. Recommends the incentives for all those papers published in the peer reviewed journals. <input type="checkbox"/> iii. Suggests the faculty for further patent work. <input type="checkbox"/> <input type="checkbox"/>

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14	Library & Information Resource Centre Committee	<ol style="list-style-type: none"> I. Collecting the requirements of the text books, reference books, journals and ensuring adequate number of copies are made available in the library as per norms. II. Planning and implementing the library automation, procedures, digital library development and usage. III. Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration. IV. Conducting annual stock verification
15	Grievance Redressal Committee	<ol style="list-style-type: none"> I. All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. II. Committee tries to settle the issues amicably in a time bound manner. III. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents. IV. Ensures that the grievances are resolved on time impartially and confidentially.
16	Anti-Ragging Committee	<ol style="list-style-type: none"> I. Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. II. Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points. III. Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. IV. Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. V. Takes affidavits from the students and parents regarding Ragging during the Admission. VI. Provides helpline details inside and outside college premises. VII. Resolves the complaint received from the victim Verifies the facts through enquiry. VIII. Awards disciplinary action against culprit.

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17	Disciplinary Committee	<ul style="list-style-type: none"> I. Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises Counsels the indiscipline students. II. Counsels the students about ill-effects of ragging. <input type="checkbox"/> III. Enlightens the students on the consequential administrative and legal implications. <input type="checkbox"/> IV. Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours. V. Ensures that all the students attend classes without bunking & prevent the students from leaving the college early. VI. Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours. VII. Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.
18	Editorial Board, MITS, The Annual Magazine	<ul style="list-style-type: none"> I. Gathers and sorts information under various headings. II. Checks and edits the information Does proof reading. III. Gives a final shape to the magazine Invites quotations from the printers, identifying printer. <input type="checkbox"/> IV. Receives printed copies from printer and arranges for distribution. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
19	Extra Curricular & Co-Curricular Committee	<ul style="list-style-type: none"> <input type="checkbox"/> I. The committee shall plan for for creating the infrastructural facilities. <input type="checkbox"/> II. Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities. III. The committee is responsible for: Event planning IV. Scheduling the events Budget planning Ensuring maximum possible participation coordinating the student activities

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20	Sports Committee	<ol style="list-style-type: none"> 1. To plan, conduct all sports in the college including competitions. 2. Train students for inter college and inter university, state and national level competitions. <input type="checkbox"/> 3. Monitor and maintain the discipline in student players. <input type="checkbox"/> 4. For up keep of all play grounds, sports equipment, For scheduling all the related activities without effecting the class/Lab work, examination schedules. <input type="checkbox"/> 5. To give System of development of sports and extra curricular activities. 6. To plan for all the infrastructural facilities required as per norms through Professor In charge resources. 7. To plan and monitor the maintenance of all the infrastructural facilities related to sports and games. 8. To Organize competitions of Intramural, Republic Day Cup, Fresher's Day Cup, Independence Day cup etc., To Organize Inter collegiate tournaments. 9. To Coach players to participate in All India Inter University and various Inter collegiate meets. <input type="checkbox"/> 10. To Organize Annual Sports Fest.
21	Training & Placement Committee	<ol style="list-style-type: none"> I. Collects and maintains the students database for the purpose of T&P activities. II. Does the training need analysis for all third year students. III. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills. IV. Responsible for identifying placement opportunities across reputed organizations. V. Arrange for interaction with industry and bridge the gap between Institute and industry. VI. Arranges for better conduct of industry – specific Training programmes. VII. Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus. VIII. Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students. IX. The Training and placement Cell conducts lectures on personality development communication skills and conduct mock sessions for improving presentation skills.

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		<input type="checkbox"/> <input type="checkbox"/> x. Plans, designs, and imparts Soft skills to the students. <input type="checkbox"/> xi. Plans, designs and imparts personality development to the students. <input type="checkbox"/> xii. Plans, designs and finishing schools to the students. Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills
22	Hostel Committee	<ul style="list-style-type: none">• To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel• To supervise all facilities/amenities and their up keep, receive complaints from students, redress of grievances etc.• To control, counsel the behavior of students in the hostel norms, monitor study schedules and patterns, etc.• To plan for all the infrastructure facilities required as per Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel.• Responsible for the receipts and the payments of the hostel
23	Alumni Coordination Committee	<ul style="list-style-type: none">• Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.• Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.• Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the Institute.• Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.• Responsible for establishing alumni chapters and conducting their annual meets frequently.• Identifies and forwards the information to main Chapter at MITS regarding the Alumni occupying good positions in Industry / R&D / Academics / Business etc.• Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly.• Circulates the details of alumni to the present students for their benefit.• Invites the Alumni in good professional position for guest lecturers under discussions with HOD.

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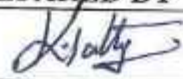

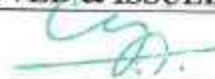
EOMS Team member

EOMS Team Leader

PRINCIPAL

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		<ul style="list-style-type: none"> • Host a Web Site for online registration of Alumni as well for funning information Forwards information through E-News Letter and update the Yearly Calendar of Events. • Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation, Imparting any Special Skills, Career Opportunities, Admission into Foreign Universities etc. and forward the same to the concerned HOD's / Principal / Management, if any action needs to be taken from their side. • Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni. Collects Funds to develop Library / Equipment / computer centers, Buildings etc.
24	Industry Institute Interaction Committee	<ul style="list-style-type: none"> • Arranges industrial visits, internships and industrial tours Involves industrial experts to be on college Governing council, Academic council, BOS, Department Development committees, Training and Placement committee, etc. • Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs • Organizes student and Faculty Training at the Industry Assists in bringing in sourcing live projects to be done by Final Year B.Tech and M.Tech Students Tie-up with the Industry to implement • Virtual development center Plans and implements the Entrepreneur development programs within campus. • Assists in bringing then R&D Projects from Research Organizations • Guides in getting financial support from industry the R&D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc. • Assists in bringing the R&D Projects from Research Organizations Facilitates in marketing the consultancy services offered by departments
25	Canteen Committee	<ul style="list-style-type: none"> • To supervise, take steps for the maintenance of canteen facilities with hygiene To maintain and control the quality of food supplied in the canteen • To modernize the canteen equipment and cooking procedures. • To control and make suggestions to the canteen management. • To plan for all the infrastructure facilities required as per norms through Professor In charge resources. • To plan and monitor the maintenance of all the Infrastructure facilities related to Canteen • To maintain the canteen premises clean and Hygiene.

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26	RTI Committee	<ul style="list-style-type: none">Facilitates the citizens to know about the organization or the matters related to the organization like budget, expenditure, employee's selection etc.Resolves the issues received from affiliating University
27	Sexual Harassment Committee	<ul style="list-style-type: none">To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.To provide the healthy and safe environment in the Institute for the female students/employees.To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.To resolve issues pertaining to girls or women sexual harassment.
28	SC & ST Cell	<ul style="list-style-type: none">Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.Looks after the work related to SC/ST students matters and no other work is assigned to the Cell.Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and informs the same to the deserve people.Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships
29	Minority Cell	<ul style="list-style-type: none">Plans to implement, coordinate and control all schemes related disadvantaged groups.Conducts coaching classes for competitive exams and prepares students for professional examinations.Ensures the safe and secure environment for minorities.Provides counseling for any emotional emergencies arising on account of any events in the institute

PREPARED BY

EOMS Team member

REVIEWED BY

EOMS Team Leader

APPROVED & ISSUED BY

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30	Internal Compliance Committee	<ul style="list-style-type: none">• Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.• Promotes effective communication and collaboration among those responsible for compliance.• Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.• Encourages an open-dialogue with the complainant from the committee members.• Monitors emerging compliance trends and circulate the information as needed.• Serves as a resource in developing or improving compliance related processes.• Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures.• Makes recommendations to senior management as to any resources or actions required for Institute compliance.
31	OBC Cell	<ul style="list-style-type: none">• Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC.• Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing, training these communities in teaching and non-teaching posts in the University.• Collects statistics on OBC students and employees.• Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees
32	Anti Drugs Committee	<ul style="list-style-type: none">• Educates the students about the ill effects of taking drugs through series of lectures, seminars etc.• Plans of preventive measures such as arranging counseling sessions for drug abused students.• Keeps the channels of communication open for all the students/faculty.• Organizes anti-drug student campaigns with a frequency of twice in a year.
33	Women Cell Internal complaints committee	<ul style="list-style-type: none">• Eve teasing incidents in the campus and the college buses. Inappropriate behavior towards women staff. Improper treatment of girl students• Passing of unaesthetic and provocative comments and messages.• Equips the female students, faculty and staff members with the knowledge of their legal rights.• Safeguards the rights of female students, faculty and staff members.• Provides a platform for listening to complaints and redressal of grievances.

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL



STAKEHOLDER FEEDBACK POLICY-MITS

I. INTRODUCTION

Madanapalle Institute of Technology & Science (MITS) holds that effective learning outcomes are vital for institutional success. To achieve this, MITS has established a robust feedback system crucial for institutional advancement. This policy is designed to collect feedback from diverse stakeholders, including Students, Faculty, Alumni, and Employers, particularly during significant revisions to the curriculum. Additionally, stakeholder feedback is sought to integrate necessary enhancements in institutional processes.

Feedback serves as the cornerstone of bilateral communication between providers and recipients. Both positive and negative feedback are essential for continual improvement, aiding in understanding the organization's strengths, weaknesses, opportunities, and challenges. This benefits both the organization and stakeholders, as adjustments based on feedback benefit all involved parties.

Feedback from students, staff, and alumni instills a sense of ownership and responsibility for the organization. Regular feedback is vital throughout the organization to remain aligned with goals and to facilitate continuous learning for ongoing improvements.

In its commitment to continuous improvement across all domains, academic or administrative, MITS has entrusted the Internal Quality Assurance Cell (IQAC) with arranging feedback responses from all college stakeholders regarding quality-related institutional processes.

The IQAC, as the overseer of quality enhancement endeavors, will ensure the methodical collection, analysis, and utilization of feedback data to enhance overall institutional effectiveness. Through this process, MITS endeavors to foster a culture of transparency, openness, and accountability, valuing every stakeholder's input in shaping the institution's future direction.

The feedback mechanism will be optimized to ensure confidentiality and anonymity, encouraging stakeholders to provide honest and constructive feedback without apprehension. The collected feedback will be scrutinized to identify patterns, trends, and areas for improvement, then communicated to relevant departments for action and follow-up.

Regular assessment and monitoring of the feedback implementation process will be conducted by the IQAC to uphold its effectiveness and relevance. Continuous engagement with stakeholders will be upheld to relay the outcomes of their feedback, showcasing the institution's commitment to responsive and accountable governance.

Through this comprehensive feedback policy, MITS aims to cultivate a culture of continuous improvement and excellence, recognizing every stakeholder's contribution as pivotal in shaping the institution's pursuit of academic and operational excellence.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

II. FEEDBACK MECHANISM

The periodic feedback gathered from various stakeholders plays a crucial role in enhancing both academic performance and other institutional endeavors. The feedback is sourced from the following stakeholders:

- Students
- Faculty
- Parents
- Alumni
- Employer

The feedback mechanism in MITS college will include the following Steps:



A) Format Preparation:

IQAC will design the feedback formats tailored to each stakeholder group. The respective departments will collect the feedback electronically, with IQAC overseeing the process.

The electronic forms will be generated through the portal www.quia.com.

1. STAKEHOLDERS

The multiple stakeholders of the university are

- a) Students
- b) Faculty
- c) Alumni
- d) Employers
- e) Parents
- f) National/ International Experts
- g) Industry Experts Feedback

2. TYPES OF FEEDBACK

2.1 Students Feedback

- a) Feedback about Curriculum
- b) Feedback about Teaching Learning Process
- c) Feedback about Facilities
- d) Feedback about Faculty
- e) Graduate Exit Survey
- f) Course Exit Survey



INTERNAL QUALITY ASSURANCE CELL (IQAC)

2.2 Faculty Feedback

- a) Feedback about Curriculum
- b) Feedback about Infrastructure
- c) Feedback about Governance
- d) Feedback about Teaching, Learning, Evaluation & Research

2.3 Alumni Feedback

2.4 Employers Feedback

2.5 Parents Feedback

2.6 National/ International Experts Feedback

2.7 Industry Experts Feedback

2.1 Students Feedback:

a) Feedback about Curriculum

Assessing students' appraisal of their educational journey within an institution is fundamental to any quality assurance structure. This assessment enables the institution to gauge how its services are perceived by its primary stakeholders – the students.

The feedback concerning the curriculum aims to solicit students' insights on various curriculum facets, covering course content, learning resources, classroom environment, delivery quality, and assessment methods. Additionally, it seeks input on specific topics within the curriculum that students believe should be revised or omitted to better align with professional standards. This feedback will be gathered annually from students at the conclusion of each academic year, as applicable.

b) Feedback about Teaching Learning Process

MITS will conduct the Student Satisfaction Survey (SSS) on the Teaching-Learning Process annually, aligning with NAAC standards. This survey serves as a pivotal tool for assessing and enhancing the educational experience within the institution. Recognizing the paramount importance of student feedback, the SSS provides a structured mechanism for students to voice their opinions, perceptions, and suggestions regarding the teaching and learning environment.

The annual SSS aims to gauge students' satisfaction levels with various aspects of the teaching-learning process, including instructional methods, course content, faculty engagement, assessment practices, and classroom dynamics. By soliciting feedback directly from students, MITS gains invaluable insights into the effectiveness of its educational programs and areas for improvement.

Incorporating the feedback obtained from the SSS, MITS can formulate targeted interventions and pedagogical strategies to enhance student engagement, academic outcomes, and overall satisfaction levels. By fostering a culture of continuous improvement and responsiveness to



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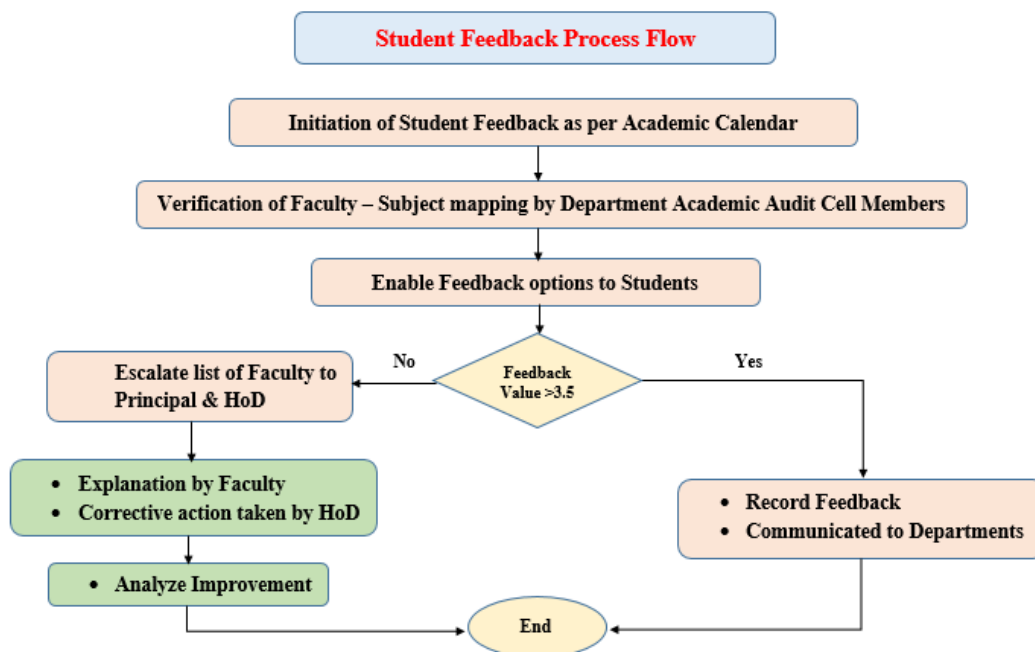
student needs, the SSS on the Teaching-Learning Process plays a pivotal role in advancing the quality and effectiveness of higher education delivery at MITS, ultimately contributing to institutional excellence and student success

c) Feedback about Facilities

This process will encompass feedback regarding all aspects of infrastructure and facilities within the college, including classrooms, library, transportation, student services, canteen, restrooms, and campus life. It will be collected annually from all students, regardless of their semester or year. However, particular attention will be given to graduating students in their final semester/year to gain insights into their overall impression of the institute throughout their academic journey.

d) Feedback about Faculty

This process will gather feedback on the teaching quality of each faculty member responsible for a particular subject. The standard format, provided by the VP-Academics and distributed through the HODs, will help assess the teaching methods utilized and the classroom atmosphere. Supervised by the HODs, this feedback will occur twice per semester. Students from every semester will provide feedback on faculty members instructing during that specific semester. The student feedback procedure is outlined below.





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e) Graduate Exit Survey

MITS, in line with NBA accreditation standards, will conduct the Graduate Exit Survey annually, exclusively targeting final-year or final-semester students. This targeted approach ensures that the survey captures insights and feedback from graduates who have completed their academic journey at MITS.

The Graduate Exit Survey serves as a crucial mechanism for evaluating the effectiveness of academic programs and assessing graduates' readiness for their professional endeavors. By specifically targeting final-year or final-semester students, MITS aims to gather comprehensive feedback on various aspects of the educational experience, including curriculum relevance, teaching quality, learning resources, practical exposure, industry interface, and overall satisfaction with the institution.

Administered once a year and exclusively to graduating students, the Graduate Exit Survey ensures that MITS collects feedback from individuals who have completed their entire academic program. This targeted approach allows MITS to gain insights into program strengths, areas for improvement, and emerging trends directly from those who have experienced the entirety of the educational journey at the institution.

The feedback obtained from the Graduate Exit Survey will inform evidence-based decision-making and program enhancements, guiding curriculum revisions, faculty development initiatives, and institutional planning efforts. By incorporating feedback from final-year or final-semester students, MITS can further strengthen its academic programs, better align educational offerings with industry demands, and enhance the overall educational experience for its graduates. Ultimately, the survey underscores MITS's commitment to excellence in higher education, ensuring that graduates are well-prepared to excel in their chosen fields and contribute meaningfully to society. This will also help in assessing the extent of attainment of the programme outcomes.

f) Course Exit Survey

Each individual department at MITS, in alignment with NBA accreditation standards, will conduct the Course Exit Survey once at the end of every semester. This survey serves as a vital component of the institution's commitment to continuous improvement and excellence in course delivery.

The Course Exit Survey is structured to gather feedback from students at the conclusion of each course, providing valuable insights into various aspects of the course content, delivery, and overall learning experience. By administering the survey once per semester, MITS ensures that feedback is collected regularly, allowing for timely opportunities for course enhancement and improvement.



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At the conclusion of each semester, students will be given the opportunity to participate in the Course Exit Survey, where they can provide feedback on their perceptions, experiences, and suggestions pertaining to the courses they have recently completed. The survey results will then be systematically analyzed by each department to identify areas of success and areas for improvement within their respective courses, guiding evidence-based decision-making and curriculum enhancements.

By incorporating feedback from the Course Exit Survey, individual departments at MITS can pinpoint opportunities to refine course content, enhance teaching methodologies, and better align course objectives with industry demands and accreditation standards. Ultimately, the Course Exit Survey plays a pivotal role in promoting continuous improvement and excellence in course delivery, ensuring that students receive a high-quality educational experience that equips them for success in their academic and professional endeavors. This will also help in assessing the extent of attainment of the course outcomes.

2.2 Faculty Feedback

a) Feedback about Curriculum

The objective of this feedback is to gather faculty perspectives on the educational environment within the college. It will focus on teachers' insights regarding curriculum design and updates, employability, examination structures and improvements, teaching methodologies, and the general teaching-learning atmosphere. Faculty feedback will be gathered once annually

b) Feedback about Infrastructure

Faculty members will provide feedback on all aspects of infrastructure and facilities within the college, including classrooms, library, transportation, student services, canteen, restrooms, and campus life. This feedback will be collected annually, ensuring comprehensive coverage of the facilities. Special attention will be given to gathering insights from graduating faculty members in their final semester/year, allowing for a thorough understanding of their overall impressions of the institute's facilities throughout their tenure.

c) Feedback about Governance

Faculty members at MITS College offer valuable feedback on various aspects of governance within the institution. They commend the college's efforts in forging meaningful collaborations through MoUs with esteemed institutions and research organizations, recognizing the potential for mutual cooperation and advancement. Moreover, faculty members acknowledge the administration's sincere dedication to the institution's development, noting proactive measures undertaken for improvement.

The faculty also appreciates the quality initiatives implemented during the previous academic year, attributing them to notable enhancements across the institution. Furthermore, the effective



INTERNAL QUALITY ASSURANCE CELL (IQAC)

functioning of the Internal Quality Assurance Cell (IQAC) is recognized, with faculty members acknowledging its role in promoting and maintaining quality standards. They also express gratitude for the freedom afforded to them to voice their opinions and contribute to decision-making processes, fostering a culture of open communication and collaboration.

Additionally, the accessibility of the administrative team is highlighted, ensuring that faculty concerns are addressed promptly and efficiently. It's worth noting that this feedback collection process occurs once a year, allowing faculty members to provide their input regularly and ensuring that their perspectives are considered in ongoing governance decisions. Overall, faculty feedback on governance reflects a positive engagement with the institution's leadership and a commitment to continuous improvement.

d) Feedback about Teaching, Learning, Evaluation & Research

MITS, in its commitment to fostering excellence in education and research, conducts an annual feedback process focusing on teaching, learning, evaluation, and research with its faculty members. This strategic endeavor aims to ensure the continuous enhancement of the educational experience provided by the institution. By soliciting feedback from faculty members, MITS actively engages in refining teaching methodologies, evaluating assessment practices, and promoting research quality.

The college's proactive approach to gathering feedback underscores its dedication to student-centric learning, evident through the provision of abundant learning resources both in the Central Library and Department Libraries. Moreover, MITS acknowledges the importance of supporting faculty members with adequate resources, encouraging their professional development through seminars, conferences, workshops, and Faculty Development Programmes.

The effectiveness of the evaluation system employed by the college further ensures the maintenance of academic standards and the continuous improvement of teaching quality. Notably, MITS recognizes and incentivizes faculty members' scholarly contributions, such as publications, funded projects, consultancy, and patents, thereby fostering a culture of research and innovation within the institution. Overall, MITS's commitment to gathering and acting upon faculty feedback underscores its dedication to academic excellence and continuous improvement.

2.3 Alumni Feedback

The purpose of this feedback is to obtain the inputs from the alumni on the quality of course/program at MITS. This will also help in assessing the extent of attainment of the program outcomes. This feedback will be collected from all participating alumni of MITS during annual Alumni meet, Alumni guest lectures, or through email. This format for feedback shall be shared by IQAC to the Department Alumni coordinators of the departments for collection of feedback either manually or electronically. The collected feedback will be submitted to the respective HODs for analysis and necessary action at their end



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

2.4 Employers Feedback

The purpose of this feedback is to obtain the employers' input on the quality of the graduates at MITS and to assess whether the expectations of recruiters were fulfilled. The students' ability to handle professional situations and the knowledge acquired during their learning can also be assessed. The format prepared by the IQAC shall be submitted to respective department HODs for the collection of feedback by the recruiters, manually or electronically. The collected feedback about particular program students shall be submitted to respective HODs for necessary action at their end. This will also help in assessing the extent of attainment of the program outcomes.

2.5 Parents Feedback

MITS regularly organizes Parents-Teachers-Students Meet (PTM) to inform parents and guardians about the academic and professional development of their ward. Feedback from parents regarding the institution's delivery of academics, including course employability, skill training, practical learning, and their overall satisfaction with their ward's progress, will be collected manually or electronically by the concerned teachers, under the supervision of Department HODs.

2.6 National/ International Experts Feedback

The feedback gathered from National and International experts plays a pivotal role in the continuous refinement of our curriculum across respective departments at MITS. Once a year, during various events such as guest lectures delivered by distinguished figures on a National or International level, interactions with Board of Study Members, engagements with IAAB members, and through email correspondence, valuable insights are obtained regarding the relevance, effectiveness, and contemporary requirements of our academic programs. This feedback serves as a compass guiding our curriculum revision efforts, ensuring alignment with global standards and industry demands. The respective Department Heads receive this feedback first-hand, empowering them to initiate meaningful adjustments and enhancements that uphold our commitment to academic excellence and relevance in an ever-evolving landscape of education.

2.7 Industry Experts Feedback

The invaluable feedback provided by industry experts is integral to the ongoing enhancement of our curriculum across all departments at MITS. Once a year, during various events such as industry seminars, workshops, and collaborative projects, as well as through email correspondence, we actively seek insights and recommendations from leading professionals in the field. This feedback, received first-hand by our respective Department Heads, serves as a cornerstone for curriculum revision efforts.

By aligning our academic programs with the dynamic needs and emerging trends of the industry, we ensure our graduates are equipped with the skills and knowledge necessary for success in their careers. This collaborative approach allows MITS to incorporate industry



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perspectives into curriculum design and revision, ensuring that students are equipped with the skills and knowledge needed for successful careers. Through this collaborative exchange, we maintain our commitment to academic excellence and relevance, preparing our students to thrive in an ever-evolving professional landscape. This collaborative exchange, we maintain our commitment to academic excellence and relevance, preparing our students to thrive in an ever-evolving professional landscape. By fostering ongoing dialogue and collaboration with industry partners, MITS remains committed to producing graduates prepared to meet workforce challenges

B) Circulation of Feedback Formats

The feedback forms shall be circulated through the IQAC to the concerned department responsible for engaging with the specific stakeholder.

Types of Feedback	Mechanism of Circulation
Feedback On Curriculum, Teaching & Learning From Students	IQAC through HODs to Students
Feedback From Faculty On Curriculum Design And Development	IQAC through HODs to Faculty
Feedback On Curriculum Enrichment From Parents	IQAC through HODs to Parents
Alumni Survey	IQAC through Alumni Coordinator to Alumni
Employer Survey	IQAC through HODs to Employers
Feedback On Curriculum By National/ International Experts	IQAC through HODs to National/ International Experts
Feedback On Curriculum Enrichment From Industry Experts	IQAC through HODs to Industry Experts
Student Satisfaction Survey (SSS) on Teaching Learning Process	IQAC to Students
Students Feedback Form On Facilities	IQAC through HODs to Students
Feedback From Faculty On Infrastructure	IQAC through HODs to Faculty
Feedback From Faculty On Governance	IQAC through HODs to Faculty
Feedback From Faculty On Teaching, Learning, Evaluation & Research	IQAC through HODs to Faculty
Graduate Exit Survey	HODs to Students
Course Exit Survey	HODs to Students
Students Feedback on Faculty	VP Academics through HODs to Students
Parents Teacher Meeting Feedback	IQAC through HODs to Students



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C) Collection of Data:

The data of the feedback received shall be collected as follows:

Type of Feedback	Mode of Selection	Collection Body	Time Schedule of Collection
Feedback On Curriculum, Teaching & Learning From Students	Online	HODs	Once in a Year
Feedback From Faculty On Curriculum Design And Development	Online	HODs	Once in a Year
Feedback On Curriculum Enrichment From Parents	Online	HODs	Once in a Year
Alumni Survey	Online	Alumni Coordinators	Once in a Year
Employer Survey	Online	HODs/Placements	Once in a Year
Feedback On Curriculum By National/ International Experts	Online	HODs	Once in a Year
Feedback On Curriculum Enrichment From Industry Experts	Online	HODs	Once in a Year
Student Satisfaction Survey (SSS) on Teaching Learning Process	Online	IQAC	Once in a Year
Students Feedback Form On Facilities	Online	IQAC / HODs	Once in a Year
Feedback From Faculty On Infrastructure	Online	HODs	Once in a Year
Feedback From Faculty On Governance	Online	HODs	Once in a Year
Feedback From Faculty On Teaching, Learning, Evaluation & Research	Online	HODs	Once in a Year
Graduate Exit Survey	Online	Class Teachers / HODs	"Once a Year (Specifically for Graduating Students)
Course Exit Survey	Online	Class Teachers / HODs	Once in a Sem
Students Feedback on Faculty	Online	VP Academics	Twice in a Sem



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Parents Feedback	Teacher Meeting	Offline / Online	Class Teachers / HODs	During PTM/Once in a Year
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D) Analysis of Feedback received and review of results:

The Feedback received will be analysed offline or online as per the mode of collection and results will be reviewed as follows.

Type of Feedback	Analysis and review by
Feedback On Curriculum, Teaching & Learning From Students	Concern Depts. & HODs
Feedback From Faculty On Curriculum Design And Development	Concern Depts. & HODs
Feedback On Curriculum Enrichment From Parents	Concern Depts. & HODs
Alumni Survey	Concern Depts. & HODs
Employer Survey	Concern Depts. & HODs
Feedback On Curriculum By National/ International Experts	Concern Depts. & HODs
Feedback On Curriculum Enrichment From Industry Experts	Concern Depts. & HODs
Student Satisfaction Survey (SSS) on Teaching Learning Process	IQAC
Students Feedback Form On Facilities	IQAC / HODs
Feedback From Faculty On Infrastructure	Concern Depts. & HODs
Feedback From Faculty On Governance	Concern Depts. & HODs
Feedback From Faculty On Teaching, Learning, Evaluation & Research	Concern Depts. & HODs
Graduate Exit Survey	Class Teachers followed by HOD
Course Exit Survey	Class Teachers followed by HOD
Students Feedback on Faculty	VP Academics and IQAC
Parents Teacher Meeting Feedback	Class Teachers followed by HOD



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E) Action Taken

The actions about the collected feedback after analysis shall be taken as under:

Type of Feedback	Analysis and review by
Feedback On Curriculum, Teaching & Learning From Students	HODs
Feedback From Faculty On Curriculum Design And Development	HODs
Feedback On Curriculum Enrichment From Parents	HODs
Alumni Survey	HODs
Employer Survey	HODs
Feedback On Curriculum By National/ International Experts	HODs
Feedback On Curriculum Enrichment From Industry Experts	HODs
Student Satisfaction Survey (SSS) on Teaching Learning Process	IQAC
Students Feedback Form On Facilities	IQAC & HODs
Feedback From Faculty On Infrastructure	HODs
Feedback From Faculty On Governance	HODs
Feedback From Faculty On Teaching, Learning, Evaluation & Research	HODs
Graduate Exit Survey	HODs
Course Exit Survey	HODs
Students Feedback on Faculty	HODs
Parents Teacher Meeting Feedback	HODs

The action taken report by each concerned Department HOD shall be submitted to IQAC with a month of analysis of feedback.

All the action taken reports will be sent to principal to be presented before the Academic Council of MITS.

III. REVISION OF FEEDBACK FORM

The feedback forms can be revised as per the need of the situation and as per the requirement of the feedback to be obtained. The revisions shall be approved by IQAC.



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IV. FEEDBACK COLLECTION, ANALYSIS, AND ACTION PROTOCOL

1. After the collection of feedback from the stakeholders within the timeframe, analysis was made category wise and the same was discussed and reviewed by the Head of the Department.
2. The **minimum target for the achievement is 80 % and above**, otherwise the corrective action was taken as discussed in point 1.
3. Each action taken based on feedback analysis was meticulously documented within each department with approval from the Internal Quality Assurance Cell (IQAC) and the Head of the Institution.
4. Feedback Analysis and Action taken reports are made available on the college website, ensuring transparency and accountability in the feedback process.

Madanapalle Institute of Technology and Science, Madanapalle

The Constitution of Student Activity Centre in the Institution

PREAMBLE

Intellectual Innovation, social engagement, and universal sustainability demand the students to groom their diverse values, communication skills and hidden talents. These diverse values would complement the academic and co-curricular streams of the institution. Hence, club activities play a pivotal in transforming students' passion and hobbies into socially skills desirable for the present global demands. With more self-efficacy, students would get an opportunity to enhance their performance skills in diverse social scenarios.

Student clubs will take forward all activities under Student **Council**.

Article-I

Name, Purpose & Membership

Name: The official name is *Student Activity Centre*

Purpose: Encouraging student to move over to activities for which he/she has a passion

Membership:

SECTION I

The coordinators at the top level would invite students those who are interested to be as members of the individual club to look after the activities as per schedules. (duration of the membership may vary as per the requirement)

SECTION 2

Membership is open to all students irrespective of their, gender, caste, creed, colour, race, religion, national origin, disability, age veteran status, marital status, public assistance status, or sexual orientation.

SECTION 3

To become a member, one must show up to club meetings at the beginning of the semester. The club, as a unit, will decide when it is appropriate to finalize the official roster for the semester.

SECTION 4

Any member may be impeached for misconduct (to be defined by the group). For example: Failure to perform duties, attendance, and misuse of funds, etc. The member shall be given a seven-day notice and an opportunity to defend him/herself. This impeachment vote shall be in the discretion of club advisors.

Article II Coordinators & Meetings

SECTION I

It is mandatory for the Coordinator, (both student & faculty as well) to attend meetings.

SECTION 2

Meeting shall be conducted once **in a month** to initiate discussion on the progression of the club activities.

SECTION 3

Any kind of amendments can be carried down with $\frac{3}{4}$ majority (Quorum) of the Coordinators attended the meeting.

Article III Schedule and duties of the Coordinators

SECTION I

Event Calendar must be constructed, and it is mandatory to follow it. The calendar for each semester consists of....

1. Awareness programs
2. Workshops
3. Events

SECTION 2

Every club Coordinator should **maintain a logbook** for meetings. Coordinators should attend the meetings without fail. If anyone fails to attend the two successive meetings, they should be answerable to the Student Council.

SECTION 3

Club Coordinators should maintain proper documentation of event and finance. Club Coordinators are responsible for the funds and resources that are issued by the management.